



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

EMS MEDICAL DIRECTOR

Class No. 000304

■ CLASSIFICATION PURPOSE

To ensure efficient and timely delivery of quality emergency medical care via appropriate medical direction and monitoring of County's Emergency Medical Services (EMS) system operations and related support programs such as ambulance service, trauma care services, and disaster medical services.

■ DISTINGUISHING CHARACTERISTICS

This single-position unclassified management class is allocated only to the Health & Human Services Agency (HHSA). The EMS Medical Director receives general direction from Public Health Services.

■ FUNCTIONS

**The examples of functions listed below are representative but not necessarily exhaustive or descriptive of EMS Director classification. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

EMS Medical Director

Essential Functions:

1. Plans, implements, coordinates, and monitors EMS medical programs and related activities to ensure quality emergency medical care delivery system.
2. Reviews and makes appropriate decisions on recommended medical standards, policies, protocols, and procedures for County EMS programs.
3. Ensures timely monitoring and evaluation of all EMS medical services in order to achieve and maintain compliance with all applicable Federal, State, and local regulations and standards pertaining to emergency medical services.
4. Evaluates overall EMS system performance and identifies resource needs and/or significant operational problems. Develops/Revises and implements associated response, contingency, or recovery plans to address pre-identified requirements or issues.
5. Monitors operations of other EMS subsystems such as rescue and emergency transportation service (9-1-1 ambulance fleet services), EMS communication network system (QCS), emergency facilities, and public EMS education/information system.
6. Provides continuous efforts to improve the overall quality of the County's EMS medical system. Leads the conduct of research studies related to emergency medicine. Participates in quality management programs for pre-hospital services and trauma system.
7. Participates in the implementation of countywide disaster medical and bioterrorism preparedness planning and activities.
8. Represents the County in various local, state and national organizations, committees, and meetings pertaining to emergency medical service issues, as requested by the EMS Chief.
9. Ensures active and open communication lines with representatives of pre-hospitals services, local sources and providers of emergency services, trauma community, and associated professional groups.
10. Provides timely direction in responding to emergency situations.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Emergency management including conditions and situations leading to disasters, mitigation, responses, lines of authority, resources, damage assessment, recovery methods, and safety and survival procedures.
- Trauma center operations specifically at level 1 or 2.
- Federal and state laws, codes, regulations, and standards related to disaster preparedness & assistance programs.
- Community or local sources and providers of emergency services and assistance programs.
- Review, development, and implementation of policies/procedures related to disaster preparedness.
- Federal and state grant processes, procedures, and monitoring.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resources management, fiscal management, and accounting.

### Skills and Abilities to:

- Plan, direct, evaluate, coordinate, and monitor activities/resources for the provision of County-wide emergency medical services.
- Monitor proper implementation of policies/procedures related to emergency preparedness and recovery programs.
- Coordinate EMS plans with county departments and public/private agencies.
- Ensure EMS operations' compliance with federal, state, and local laws and standards.
- Identify and resolve operational problems.
- Conduct or lead medical studies.
- Make sound decisions after careful evaluation of options.
- Communicate effectively in verbal and written form. Prepare and present comprehensive executive reports. Deliver public presentations.
- Prepare and analyze budgets.
- Establish and maintain positive and diplomatic work relations with staff, the public, and representatives from other government agencies, industry, and media.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

At least five (5) years of professional and full responsible experience in the EMS industry within a metropolitan area. Previous experience must include trauma care, disaster medical services, and emergency medical research. Note: Must also meet licensure and certification requirements indicated below.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

Current, active, and valid licensure as a Physician or Osteopath in the State of California.

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

Current certification as a diplomate by the American Board of Emergency Medicine (ABEM).

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of employment start date. Incumbents are required to maintain the NPI throughout employment in this class.

### Working Conditions

Subject to emergency call on 24-hour basis. May work long shifts (12-24 hours) in disaster situations. May be required to report to Incident Command Posts in the field where conditions may include exposure to various weather conditions, traffic, dust, smoke, noise, or other difficult work environment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: April 28, 2006**

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EMS Medical Director (Class No. 000304)

Union Code: UM

Variable Entry: Y